

NEC Minutes

**National Executive Committee
Meeting Minutes
7 – 8 November 2008**



Dallas TX

National Executive Committee Meeting Minutes
7–8 November 2008
Dallas TX

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OPEN SESSION

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ATTEST



Barry S. Herrin
Colonel, CAP
National Legal Officer

OFFICIAL:



Amy S. Courter
Major General, CAP
National Commander

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CALL TO ORDER Maj Gen Amy S. Courter, CAP
INVOCATION Ch, Col Whitson B. Woodard, CAP
PLEDGE OF ALLEGIANCE Col Russell E. Chazell, CAP
ROLL CALL Mr. Don R. Rowland, HQ CAP/EX

NATIONAL COMMANDER REMARKS Maj Gen Amy S. Courter, CAP
EXECUTIVE DIRECTOR REMARKS Mr. Don R. Rowland, HQ CAP/EX
CAP-USAF COMMANDER REMARKS Col Russell D. Hodgkins, Jr., USAF

NATIONAL EXECUTIVE COMMITTEE

Maj Gen Amy S. Courter, CAP National Commander
Brig Gen Reggie L. Chitwood, CAP National Vice Commander
Col Russell E. Chazell, CAP National Chief of Staff
Col Fredric K. Weiss, CAP National Finance Officer
Col Barry S. Herrin, CAP National Legal Officer
Col William S. Charles, III, CAP National Controller
Col Robert Diduch, CAP Northeast Region Commander
Col Joseph R. Vazquez, CAP Middle East Region Commander
Col Charles L. Carr, Jr., CAP Great Lakes Region Commander
Col James M. Rushing, CAP Southeast Region Commander
Col Steven W. Kuddes, CAP North Central Region Commander
Col Joseph C. Jensen, CAP Southwest Region Commander
Col Donald G. Cortum, CAP Rocky Mountain Region Commander
Col Ernest C. Pearson, CAP Pacific Region Commander

Non-voting members:

Col Russell D. Hodgkins, Jr., USAF CAP-USAF Commander
Col James F. Linker, CAP CAP Inspector General
Ch, Col Whitson B. Woodard, CAP Chief of Chaplain Services

CORPORATE TEAM

Mr. Don R. Rowland	Executive Director
Mr. John F. Dean, Jr.	Director, Plans & Requirements
Ms. Susan K. Easter	Chief Financial Officer
Mr. Marc D. Huchette	Director, Public Awareness & Membership Development
Mr. James L. Mallett	Director, Educational Programs
Mr. Rafael Robles	General Counsel (Acting)
Mr. John A. Salvador	Director, Missions
Mr. Gary Schneider	Director, Logistics & Mission Resources (Interim)

AGENDA ITEM - 1

PM

Action

SUBJECT: Approval of May 2008 NEC Minutes

Author: Col Chazell

CAP/CS – Col Chazell

INFORMATION BACKGROUND:

The minutes of the May 2008 National Executive Committee meeting were distributed in draft form. This allowed the National Board members a chance to review the minutes for any discrepancies.

See **Attachment 1** for the May 2008 NEC Minutes

PROPOSED NEC ACTION:

That the National Executive Committee approve the May 2008 NEC minutes.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

DCS / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NEC ACTION:

COL CHAZELL/CS MOVED and BRIG GEN CHITWOOD/CV seconded that the National Executive Committee approve the May 2008 NEC minutes, amended, as follows, on page 61, Agenda Item 18, Old Business, Item 1, May 08 NEC Action:

- a. Line 1, Change the name of COL GUIMOND to COL WEISS;
- b. Line 3, Change the words “already approved” to “proposed.”

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There was also note that the approved changes need to be made to the currently published CAPR 173-4.

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Make approved changes to minutes and regulation.

AGENDA ITEM - 2

ED

Action

SUBJECT: Confirmation of Permanent Grade of Brigadier General

Author: Col Chazell

CAP/CS – Col Chazell

INFORMATION BACKGROUND:

At the August meeting of the National Board a proposal was approved to make the general officer grades temporary until the end of the individual's term of office. At the end of the term of office, the individual retains the temporary grade until the National Executive Committee affirmatively votes to make the grade permanent. The National Executive Committee must act to confirm the permanent status of the grade within 18 months of the completion of the assignment or the individual shall automatically revert to their previous permanent grade

Major General Amy S. Courter completed two terms as National Vice Commander. Although her first term was completed under the previous general officer grade regulation, to fulfill the spirit and intent of the recent National Board action it is requested that the NEC take action to confirm the permanent grade of brigadier general.

PROPOSED NEC ACTION:

That the National Executive Committee approve the permanent grade of brigadier general for Amy S. Courter.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NEC ACTION:

MAJ GEN COURTER enumerated her leadership initiatives and many accomplishments during her two terms as National Vice Commander and as the Interim National

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Commander. Gen Courter added that including this agenda item is a trend-setting opportunity to review the actions of leadership with the commanders in the field.

COL CHAZELL/CS stated that no action is required under this agenda item in that Maj Gen Courter served as Vice Commander under previously approved rules. However, Col Chazell brought this item forward as a procedural format for future meetings regarding vice commanders who fall under the revised rules.

AGENDA ITEM - 3

GC

Action

**SUBJECT: BoG Selection
CAP/CC – Maj Gen Courter**

Author: Maj Gen Courter

INFORMATION BACKGROUND:

Pursuant to Article IX of the Constitution, Civil Air Patrol appoints two Members-at-Large to the Board of Governors. These members serve a single four year term. The term of Major General Richard L. Bowling will expire on 27 February 2009 and a replacement needs to be chosen by the NEC in accordance with the procedures in CAPR 35-9. CAP National Headquarters sent out notice of the coming vacancy and has received applications from members. The closing date for self-nominations was 19 October 2008. National Headquarters/DP has reviewed all nominations and prepared a summary of qualifications sheet for NEC review. Each NEC member has the opportunity to nominate one candidate. Once all nominations are submitted, a seconding motion will be requested and received. Following discussion, if any, there will be a vote for acceptance of all nominations to be included on the ballot. Ballots will be distributed and a vote will be taken. The candidate receiving a clear majority (at least 8 votes) will be appointed to the Board of Governors. If no candidate receives a clear majority, the procedures stated in CAPR 35-9 are followed until one candidate receives a clear majority.

PROPOSED NEC ACTION:

That the National Executive Committee select an at-large member for the Civil Air Patrol Board of Governors. Effective start date of term is 27 February 2009.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

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NEC ACTION:

The NEC went into closed session for the purpose of discussion.

COL VAZQUEZ/MER MOVED and COL HERRIN/NLO seconded that the National Executive Committee approve that any applicant who did not mail application prior to the deadline would not be considered for the nominations.

THE MOTION CARRIED UNANIMOUSLY

In Open Session, COL HERRIN/NLO announced the selection of Brig Gen Richard L. Anderson as the CAP Member-at-Large to the Board of Governors.

AGENDA ITEM - 4

GC

Action

SUBJECT: Reorganization & Supervision of CAP's Legal Officers

Author: Col Herrin

CAP/NLO - Col Herrin

INFORMATION BACKGROUND:

The quality and quantity of professional legal expertise available to commanders has been growing since the mid-1990's. At first, this growth came through conferences among region legal officers. This growth was boosted through the National Legal Officers College. More recently, the growth was further accelerated through use of the CAP Legal Officer Redirector which reinforces the sharing of experiences and expertise among the informally organized band of specialized professionals in support of Civil Air Patrol and its senior leadership. We can do even better.

I propose that we reinforce the effectiveness of CAP's legal officers through organized supervision, providing command authority as needed, clarifying duties and providing systematic peer recognition and recognition of the legal officer program itself.

PROPOSED NEC ACTION:

That the National Executive Committee approve the following policies:

1. Legal Officer Supervision.

a. National, wing and region legal officers shall be responsible for supervising legal officers assigned to their respective headquarters and the unit legal officers of the headquarters immediately below them. Wing legal officers shall be responsible for supervising all legal officers in their respective wings.

b. "Supervision," as used in this policy, refers to monitoring of subordinates with respect to professional qualifications, licensure, competence, adherence to professional responsibilities (MRPC Rule 5.1) and not direction of day-to-day assignments and tasking from the commander of subordinate units.

c. Supervising legal officers shall review appointments of subordinate legal officers by confirming the candidates' credentials and qualifications to ensure that appointments are granted only to properly qualified persons.

2. Legal Officer Authority.

a. A legal officer's "authority," lies in experience and expertise and is conveyed through advice and recommendations. Command authority, lies strictly with command.

b. Nevertheless, legal issues may arise from time to time that call for command authority (such as preservation of evidence, protection of privilege and confidences.) The commander may speak through or vest such authority in the legal officer as deemed appropriate.

c. The commander may vest authority in the legal officer through any medium, including verbal orders of the commander, standing orders, or local supplements to CAPR 111-1.

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3. Legal Officer Duties. a. Subject to constraints imposed by local law on the unauthorized practice of law, the legal officer's duties are to, in support of the commander of the unit to which he is assigned or (at the commander's direction) the staff of such unit:

- (1) Render legal advice and opinions regarding CAP activities.
 - (2) Conduct legal reviews of adverse personnel actions (such as proposed membership terminations) as they progress and prior to final action.
 - (3) Advise the unit commander on legal implications of CAP programs and activities to include interpretation of laws, regulations, and directives; contracts or agreements; claims; insurance; real estate; taxation; investigations; corporate records; fund raising; and relations with local agencies.
 - (4) Serve as counsel to subordinate unit commanders without an assigned legal officer.
 - (5) Promote the availability and utilization of legal services to CAP's decision makers.
 - (6) Monitor compliance with CAP Constitution and Bylaws and CAP directives.
 - (7) Educate members and leaders about the law and related matters as consistent with corporate missions, goals, and objectives
- b. At the request of the commander, the legal officer may be expected to:
- (1) Serve as the CAP representative at membership termination appeal hearings.
 - (2) Serve on a unit membership board.

4. Legal Officer – Peer Recognition. From time to time it becomes appropriate and necessary to recognize individual legal officers for their contributions to CAP and/or its legal programs. Such awards will be granted in addition to any other recognition authorized under CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*. Subject to your comments and contributions, the recognition program will be denominated at the "CAP Outstanding Legal Service Award" and shall be administered as follows:

a. Submissions may be made at any time, but will be processed in accordance with the timetable in subparagraph c below.

b. Criteria. The National Legal Officer, assisted by a panel of experienced legal officers, will review submissions annually to recognize outstanding legal service contributions, if any, during the previous calendar year. This is not a competition. It is anticipated that in some years no awards will be granted and in others, multiple awards will be issued. The general criteria to be used in determining eligibility for an award shall include:

- (1) Service (advice and counsel) to commanders or their staffs;
- (2) Legal education to members;
- (3) Legal education provided to legal officers;
- (4) Development of common legal or internal procedures and systems of CAP;
- (5) Development of the infrastructure of the CAP legal officer corps; and
- (6) Provision of service involving extraordinary time, effort, and resources.

c. Qualifications. Nominees must have been assigned as legal officers at the time of the service rendered.

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d. Procedures.

(1) Commanders and legal officers may submit nominations in narrative format via letter, memorandum or e-mail to next higher echelon & copy all (e.g. submit to Wing JA & copy Region JA, NLO & General Counsel).

(2) Nominations should state the nominee's (a) length of service as a legal officer; (b) state(s) in which currently licensed to practice and bar number(s); and (c) participation in CAP continuing legal education (e.g., NLOC and NB sessions) and must include a strong justification that describes and documents at least one outstanding legal contribution during the last calendar year.

(3) Intervening echelons (commanders and or legal officers) shall endorse favorably or unfavorably and otherwise comment on the nomination.

(4) Submissions should be provided so as to meet the following timetable, arriving at the headquarters identified no later than the date specified:

Wing	15 January
Region	15 February
National	15 March

(5) Awards will be presented at the National Legal Officers College or, if none in that year, at the General Membership National Board Meeting (Summer.)

5. Recognition of the Legal Officer Program. The body of legal officers in CAP may hereafter be collectively referred to as "The CAP Legal Officer Corps."

ESTIMATED FUNDING IMPACT:

Items 1-3: None.

Item 4: It would cost approximately \$60 for each plaque. The cost for certificates would be minimal. If recognition is to be made at the National Conference, a determination would also have to be made on complimentary registration and banquet tickets.

Item 5: None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

No comment.

CAP-USAF HEADQUARTERS' COMMENTS:

With regard to paragraph 1 above, CAP-USAF suggests replacing the term "Supervision", in relation to Proposed NEC Action--Legal Officer Supervision, be replaced with "management".

"While CAP is not a military service, it uses an Air Force-style leadership structure...[...] (see generally AFI 10-2701, paragraph 1.3.). Substituting "management" (including appropriate derivatives) for "supervision" will avoid any confusion with concepts in CAP's military styled environment. In other words, "supervise" could easily be confused with "command"; and "Command Channel" is the term used to describe the chain of command

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through which [military] command is exercised. In short, the relevant content here is "administrative" oversight responsibilities associated with the legal profession. Further, the Model Rules of Professional Conduct, paragraph 5.1, referenced in the NEC memo, also seems to suggest that "management" is a better term. Specifically, it distinguishes between PARTNERS/MANAGERS (the same thing for our purposes) and SUPERVISORS [the non-military equivalent of "commander"].

EXCERPT FOR REFERENCE

Model Rules of Professional Conduct Law Firms and Associations

Rule 5.1 Responsibilities Of Partners, Managers, And Supervisory Lawyers (a) A partner in a law firm, and a lawyer who individually or together with other lawyers possesses comparable managerial authority in a law firm, shall make reasonable efforts to ensure that the firm has in effect measures giving reasonable assurance that all lawyers in the firm conform to the Rules of Professional Conduct.

(b) A lawyer having direct supervisory authority over another lawyer shall make reasonable efforts to ensure that the other lawyer conforms to the Rules of Professional Conduct.

(c) A lawyer shall be responsible for another lawyer's violation of the Rules of Professional Conduct if:

(1) the lawyer orders or, with knowledge of the specific conduct, ratifies the conduct involved; or

(2) the lawyer is a partner or has comparable managerial authority in the law firm in which the other lawyer practices, or has direct supervisory authority over the other lawyer, and knows of the conduct at a time when its consequences can be avoided or mitigated but fails to take reasonable remedial action.

End of Excerpt

With regard to paragraph 3, it must remain clear that while CAP legal officers provide legal advice to CAP leaders, they cannot produce binding advice or opinions on Air Force Assigned Missions (AFAMs). Advice and opinions guiding the policy or conduct of AFAMs must be rendered by members of the Air Force JAG corps.

ADVISOR / NATIONAL STAFF COMMENTS:

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The Promotion and Awards Team has reviewed this agenda item and offers the following comments:

1. Submission procedures are at odds with the review criteria. If submissions can be made at any time, but review is done annually, then there is a large black hole into which nominations can be lost. If the intent is to honor a legal officer for their work, then the existing Commander' Commendation, Meritorious, Exceptional and DSM should be used to make awards in a timely manner. The award process could be amended to allow for nomination by any member or a peer, the review to be performed by a committee composed of the wing legal officers in a region plus the region legal officer (in lieu of a region/national awards board) with final approval made by the region or national commander.
2. As written this item could allow a legal officer to be nominated for a peer award AND receive a CC, Meritorious, Exceptional or DSM nomination for providing a single major contribution to CAP. We do not believe that any peer and/or annual award should be presented in ADDITION to any other award currently authorized in CAPR 39-3. This line of thinking could lead to each specialty track program to provide for peer review of their work, resulting in the possibility of multiple annual award recipients with the resultant expenses of getting them to the NB meeting for the presentation, as well as having a second review of the work by an awards board for an award certificate.
3. We suggest amending this item to create a National Legal Officer of the Year Award, using the criteria listed in the agenda item. The submission procedures should mirror those of the Senior Member of the Year Award as found in CAPR 39-3. We also recommend limiting the award to one winner per year, due to expenses related to bringing award winners to the summer NB meeting.

REGULATIONS AND FORMS AFFECTED:

CAPR 20-1, *Organization of Civil Air Patrol*; CAPR 111-1, *Qualifications and Duties of Legal Officers*; and *The Legal Officer Handbook*.

NEC ACTION:

COL CHAZELL/CS MOVED and COL JENSEN/SWR seconded that the National Executive Committee consider separately the five issues listed under the PROPOSED NEC ACTION.

THE MOTION CARRIED UNANIMOUSLY

1. Legal Officer Supervision:

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COL HERRIN/NLO MOVED and COL CHARLES/NC seconded that the National Executive Committee approve the policies regarding Legal Officer Supervision listed under the PROPOSED NEC ACTION.

COL WEISS/NFO MOVED TO AMEND and COL KUDDER/NCR seconded the amendment to replace the word “supervision” with the word “management,” and the words “supervising legal officers” with the words “managing legal officers.”

THE MOTION TO AMEND CARRIED UNANIMOUSLY

THE AMENDED MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 20-1, Organization of Civil Air Patrol; CAPR 111-1, Qualification and Duties of Legal Officers; and The Legal Officer Handbook.

2. Legal Officer Authority:

COL HERRIN/NLO MOVED and COL CHAZELL/CS seconded that the National Executive Committee approve the policies regarding Legal Officer Authority listed under the PROPOSED NEC ACTION.

After lengthy discussion, COL WEISS/NFO MOVED TO POSTPONE and COL VAZQUEZ/MER seconded that the National Executive Committee vote to postpone until a later portion of this meeting to allow time for the National Legal Officer and the Inspector General to discuss and come to an agreement on this item.

THE MOTION TO POSTPONE CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: A group (IG, NLO, CG, NC, and SWR/CC) was appointed to work on the terminology of this issue.

On Saturday morning the NLO requested and the NEC agreed to bring this item from the table.

COL HERRIN/NLO MOVED A SUBSTITUTE MOTION and COL CHAZELL/CS seconded that the National Executive Committee approve the following revised policies including the title:

“2. Implementing Legal Holds:

“a. Reasonable anticipation of litigation arises when Civil Air Patrol is on notice of credible threat it will become involved in litigation or anticipates taking

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action to initiate litigation. Civil Air Patrol has a duty to preserve information relevant to such litigation when a reasonable anticipation of litigation arises.

“b. When a duty to preserve information arises, reasonable steps should be taken to identify and preserve relevant information as soon as is practicable. Consequently, a legal officer may, as determined by the particular circumstances in his reasonable legal judgment, issue a written legal hold directing persons likely to have relevant information in their possession, custody, or control, to preserve such information and/or to provide the originals or copies of such information to the legal officer issuing such legal hold, in either case until otherwise directed by the CAP General Counsel’s Office.

“c. Following the issuance of a legal hold, the legal officer issuing such a hold shall promptly inform (i) the corporate officer to whom he reports (directly or through a superior legal officer) and (ii) the CAP General Counsel’s Office of the imposition of the hold, the circumstances surrounding the legal hold, and the circumstances giving rise to the reasonable anticipation of litigation.

“d. The provisions of this regulation shall not prevent or prohibit any commander from issuing a legal hold. The provisions of this regulation shall not be construed to limit, repeal, or modify any other regulations that permit or direct the preservation of evidence.”

COL KUDDER/NCR MOVED TO AMEND and COL CHARLES/NC seconded that the National Executive Committee vote to amend the motion, as follows:

(1) Paragraph b, last sentence, delete the words “General Counsel’s Office,” and substitute with the words “General Counsel.”

(2) Paragraph c, line 2, delete the words “shall promptly” and substitute with the words “will within 24 hours.”

(2) Paragraph c, line 3, delete the words “General Counsel’s Office,” and substitute with the words “General Counsel.”

THE MOTION TO AMEND CARRIED UNANIMOUSLY

THE AMENDED MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 20-1, Organization of Civil Air Patrol; CAPR 111-1, Qualification and Duties of Legal Officers; and The Legal Officer Handbook.

3. Legal Officer Duties:

COL HERRIN/NLO MOVED and COL CHEZELL/CS seconded that the National Executive Committee approve the policies regarding Legal Officer Duties listed under the PROPOSED NEC ACTION.

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 20-1, Organization of Civil Air Patrol; CAPR 111-1, Qualification and Duties of Legal Officers; and The Legal Officer Handbook.

4. Legal Officer – Peer Recognition:

COL HERRIN/NLO MOVED and COL PEARSON/PCR seconded that the National Executive Committee approve the policies regarding Legal Officer – Peer Recognition listed under PROPOSED NEC ACTION.

COL JENSEN/SWR MOVED TO POSTPONE and COL WEISS/NFO seconded that the National Executive Committee vote to postpone until some time in the future, to allow further discussion between NLO, National Staff, and NHQ/Susie Parker.

THE MOTION TO POSTPONE CARRIED

LATER IN THE MEETING, COL HERRIN/NLO WITHDREW THIS ITEM. Instead, he will develop an awards scheme that will recognize achievement of Legal Officers and Legal Officer Corps—not an “of the year” award or anything involving budgeting or NHQ staffing and not set a precedent for other specialty awards.

5. Recognition of the Legal Officer Program:

COL HERRIN/NLO MOVED and COL CHARLES/NC seconded that the National Executive Committee approve the policy regarding the Recognition of the Legal Officer Program listed under PROPOSED NEC ACTION.

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of approved policies, notification to the field, and changes to CAPR 20-1, Organization of Civil Air Patrol; CAPR 111-1, Qualifications and Duties of Legal Officers, and The Legal Officer Handbook.

AGENDA ITEM - 5

GC

Action

SUBJECT: Executive Director as Assistant Corporate Secretary

Author: Col Herrin

CAP/NLO - Col Herrin

INFORMATION BACKGROUND:

CAP's Constitution and Bylaws provide that "The National Legal Officer shall... [paragraph omitted] Serve as the Secretary of the Corporation. . . ." (Constitution and Bylaws, Bylaw 10.4.d.) Many of the tasks of the corporate secretary are both urgent and ministerial in nature. Typically, a document needs to be authenticated or the authority of a corporate officer confirmed and the original signature with the corporate seal sent by one day air service across the country.

PROPOSED NEC ACTION:

That the National Executive Committee approve directing the Constitution and Bylaws Committee to (1) draft necessary amendment(s) to the Constitution and Bylaws to enable the National Legal Officer to use the services of the Executive Director as Assistant Corporate Secretary from time to time and (2) make a recommendation as to whether such amendment(s) should be made. Such draft and recommendations would be submitted to the Winter National Board.

ESTIMATED FUNDING IMPACT:

Potential savings in air express expenses between National Legal Officer and National Headquarters.

CAP NATIONAL HEADQUARTERS' COMMENTS:

The CAP Constitution and Bylaws, Bylaw 10.10b states that the Executive Director shall administer the daily affairs of the corporation and, within the State of Alabama this duty pertains by definition exclusively to the President of the Corporation.

In addition, regarding non profit corporations, Title 10, Section 10-3A-41 indicates that any two or more offices may be held by the same person, except the offices of president and secretary.

Although CAP is not a registered Alabama Non Profit Corporation, its National Headquarters are located in Alabama and CAP major banking transactions take place in Alabama.

Needless to say, local banks follow the state law and may very well reject required bank resolutions signed by the EX and certified by the EX as assistant secretary.

In order to avoid this potential conflict, it is recommend that the EXA (Interim at this time) serve as Assistant Corporate Secretary.

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CAP-USAF HEADQUARTERS' COMMENTS:

Do not concur. The possible saving of express shipment cost does not seem to justify this action.

ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

Likely change to Constitution and Bylaws, Bylaw 10.10, *Executive Director*.

NEC ACTION:

This agenda item was withdrawn.

AGENDA ITEM - 6

GC

Action

SUBJECT: National Commander and Vice Commander Election Procedures

Author: Maj Gen Courter

CAP/CC – Maj Gen Courter

INFORMATION BACKGROUND:

Section 16 of the CAP Constitution and Bylaws states that candidates for the office of National Commander or National Vice Commander shall file a request for consideration with the Executive Director's office outlining their experience, qualifications, platforms and proposals if elected. These requests must be filed not later than 90 days prior to the general membership National Board meeting at which the election is held. There are no further requirements for how the actual election process is handled other than that statement in Section 13, paragraph 13.4, that voting for the National Commander and Vice Commander will be conducted in that order by written, secret ballot.

In the past it has been customary to have each candidate provide a 10 minute speech followed by a question and answer period. No debate or comments from the National Commander are required. Nor are their provisions for those nominated from the floor to provide the Board with written documentation outlining their experience, qualifications, platforms and proposals if elected.

PROPOSED NEC ACTION:

That the National Executive Committee establish a committee to review the election procedures and submit suggestions to improve the process to the May 09 NEC meeting. Areas of particular interest are the 90 day filing date, required debate, ability to nominate from the floor or declare prior to the meeting; input from the National Commander, etc.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

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NEC ACTION:

This agenda item was withdrawn

LATER IN THE MEETING, Col Chazell/CS and on behalf of Maj Gen Courter/CC presented a substitute agenda item prepared after submittal deadline, Revision 1 (6 November 2008). Col Chazell briefed that this revision proposes to change the CAP election procedures to change the filing deadline for candidates to 1 July; to change mechanisms for nominations from the floor which would require an explanation from the candidate as to why a timely self-nomination was not filed followed by three endorsements; adds a provision for a debate moderated by a Board of Governors member as a provision for an opportunity for the incumbent National Commander or a newly elected National Commander to speak to that commander's vision for his/her staff; adds a provision allowing declared candidates that are not sitting on the National Board to address the board, upon recognition by the chair, without concurrence by the board; and establishes a few rules of engagement for the campaign.

MAJ GEN COURTER/CC MOVED and COL CHAZELL/CS seconded the following motion:

(The makers of the motion are interested in full, spirited debate to continue to bolster transparency and to satisfy previous requests from our valued Air Force partners. In 2006 the Assistant Secretary of the Air Force for Manpower and Reserve Affairs requested that 'substantiated unfavorable information concerning candidates for senior office or command in the CAP be visible to the BoG.' Engaging a BoG member as the debate moderator allows for meaningful and critical questions to be asked in public. These election processes also support our members' requests for transparency and integrity. The members of the National Board are the electors of the CC and CV, and should make the final determination to codify election processes. With the intent to begin the conversations, this motion is brought forward for conversation.)

"That the NEC postpone this agenda item until the Winter 2009 National Board, after discussion and idea generation as a committee of the whole."

"That the National Board vote to approve this agenda item as written. If approved by the National Board in March 2009, the filing deadline provision and the change to the floor nomination provisions of this proposal shall be submitted to the Constitution and Bylaws Committee and Board of Governors for consideration of the changes to Bylaw 16 of the CAP Constitution and Bylaws for presentation to the BoG in June 2009."

COL JENSEN/SWR MOVED and COL PEARSON/PCR seconded that the NEC vote to discuss this item.

THE MOTION CARRIED UNANIMOUSLY

COL JENSEN/SWR MOVED TO POSTPONE indefinitely and COL CARR/GLR seconded and requested a secret ballot vote.

**BY SECRET BALLOT VOTE THE MOTION TO POSTPONE INDEFINITELY
CARRIED**

(8, Yes; 5, No; 1 Abstention; Maj Gen Courter asked that the record reflect that she voted for the postponement)

AGENDA ITEM - 7

PM

Action

**SUBJECT: Amendment to CAPR 190-1
CAP/CC – Maj Gen Courter**

Author: Mr. Huchette

INFORMATION BACKGROUND:

CAP Public Affairs' mission is to plan, direct and coordinate CAP's public affairs, media relations, communications and marketing programs. Public Affairs is the office of primary responsibility for the organization's official publications, Web site news, and wing and region newsletters. PA plans and coordinates initiatives designed to brand CAP's name and image and provides training, mentoring and resources for the organization's 900-plus public affairs officers, including region and wing seminars. PA also plays a leadership role in planning and coordinating PA aspects of national, region, and local special events.

CAPR 190-1, which was published on June 4, 2007, was rewritten in order to ensure fulfillment of PA's mission at every level through proper PA planning and crisis communications planning. Although the new regulation provides a solid list of planning strategies, it leaves out other vital components of effective planning required to ensure the PA plan's success.

PROPOSED NEC ACTION:

That the National Executive Committee approve revision of CAPR 190-1 to include the nationally accepted four-step planning process for public affairs planning:

Step 1 Determine PA needs and opportunities;

Step 2 Establish objectives designed to fulfill needs and opportunities identified in Step 1;

Step 3 Establish goals and action strategies for each objective; and

Step 4 State the desired impact envisioned for each goal provided for in Step 3.

ESTIMATED FUNDING IMPACT:

There is no funding impact.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

Concur.

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REGULATIONS AND FORMS AFFECTED:

CAPR 190-1, *Civil Air Patrol Public Affairs Program*.

NEC ACTION:

MAJ GEN COURTER/CC MOVED and COL CARR/GLR seconded the PROPOSED
NEC ACTION

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to
CAPR 190-1, *Civil Air Patrol Public Affairs Program*.

AGENDA ITEM - 8

LG

Action

SUBJECT: Repositioning of Aircraft Decal, CAP Crest

Author: Col Brown

PCR/CC - Col Pearson

INFORMATION BACKGROUND:

It is requested that the NEC approve an optional placement of the Civil Air Patrol Organizational Crest decal on the upper portion of the aircraft rudder, as depicted in the attached sample photos. The corporate air fleet is comprised of high wing aircraft, most of which are Cessna 172/182 aircraft. The profile of the aircraft causes the organizational decal to be mostly hidden from easy view, and hence, with aircraft in "civilian" colors, it is difficult to impossible to recognize them as CAP assets. Placement of the decal on the rudder results in the ability to more readily distinguish a CAP aircraft from any other aircraft nearby. As a lesser consideration, this would place our organizational crest/symbol in a similar place as the aircraft of the active duty air force.

Placement of the decal on the rudder would occur at the repainting of each airframe or at annual inspection. Wings may reposition decals at their own discretion sooner than the annual inspection or before painting, but it should be understood that the expense of replacement after repainting would be supported by the respective wing.

PROPOSED NEC ACTION:

That the National Executive Committee approve an optional placement of the Civil Air Patrol Organizational Crest decal on the upper portion of the aircraft rudder.

ESTIMATED FUNDING IMPACT:

If this action is approved it will not require CAP to dedicate funds other than for the normal replacement of said decals post repainting or natural degradation. Wings repositioning the decals in advance would bear the burden of replacement cost.

CAP NATIONAL HEADQUARTERS' COMMENTS:

The CAP/LG staff does not give its support to this request, as written. The standardized CAP aircraft paint scheme has "Civil Air Patrol" prominently displayed on the vertical stabilizer. Experience has shown that this marking very clearly identifies our aircraft as belonging to CAP. All new aircraft and a large number of the older aircraft have the standardized paint scheme today. Aircraft not currently conforming to this standard are painted accordingly as they go through repaint. We recommend that, if accepted, this option be made available only for aircraft with other than CAP paint schemes.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

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ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

CAPR 66-1, *CAP Aircraft Maintenance Management*.

NEC ACTION:

COL PEARSON/PCR MOVED and COL WEISS/NFO seconded that the National Executive Committee approve an optional placement of the Civil Air Patrol Organizational Command Emblem Decal on the upper portion of the aircraft rudder.

COL JENSEN/SWR MOVED TO AMEND and COL DIDUCH/NER seconded that the optional repositioning of the Civil Air Patrol Organizational Command Emblem Decal will apply only to aircraft not in the standard CAP paint scheme and that expenses will be borne by the wing or region making the modification and the expense for removal of the decal, if necessary, due to sale or repainting.

THE MOTION TO AMEND CARRIED UNANIMOUSLY

THE AMENDED MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 66-1, *CAP Aircraft Maintenance Management*.

AGENDA ITEM - 9

LG

Action

**SUBJECT: Logistics Freeze
CAP/NC – Col Charles**

Author: Col Charles

INFORMATION BACKGROUND:

Currently CAPR 67-1, *Civil Air Patrol Property Regulation*, allows CAP-USAF and the CAP National Commander to impose a Logistics Freeze on wings exhibiting inadequate control over resources. The different freeze levels impose varying degrees of restrictions on missions, receiving property, and reimbursement for repairs. The purpose of the freeze level is to prevent property accountability problems from worsening within the wing.

The logistics freeze has proven to be an effective way to encourage units to prioritize their efforts to resolve their property management issues. The Property Management Team believes the authority to impose a Logistics Freeze should be extended to region, wing and group commanders to assist them in resolving outstanding property concerns in subordinate units.

PROPOSED NEC ACTION:

That the National Executive Committee approve allowing region, wing and group commanders to impose a Logistics Freeze on subordinate units exhibiting inadequate control over assigned property.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

Concur.

REGULATIONS AND FORMS AFFECTED:

CAPR 67-1, *Civil Air Patrol Property Regulation*.

NEC ACTION:

MR. DEAN/LG presented a slide briefing on the current logistics challenges and plans for the future. A copy will be made available to NEC members.

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COL CHARLES/NC MOVED and COL CHAZELL/CS seconded the PROPOSED NEC ACTION.

COL KUDDER/NCR MOVED TO AMEND and COL JENSEN/SWR seconded that the motion be amended to delete “group commanders” and add a sentence allowing wing commanders the authority to delegate to group commanders the imposition of a logistics freeze. The amended motion reads:

“That the National Executive Committee approve allowing region and wing commanders to impose a Logistics Freeze on subordinate units exhibiting inadequate control over their assigned property. Wing commanders may delegate to their group commanders to impose a Logistics Freeze on their subordinate units.”

THE MOTION TO AMEND CARRIED UNANIMOUSLY

THE AMENDED MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 67-1, Civil Air Patrol Property Regulation.

AGENDA ITEM - 10

LG

Action

SUBJECT: Damage Assessment for Aircraft and Vehicles

Author: Col Charles

CAP/NC – Col Charles

INFORMATION BACKGROUND:

Assessments for aircraft and vehicle accidents and mishaps are handled as a part of the accident reporting and investigation process. Accidents are reported via the CAPF 78 and investigation results are recorded on the CAPF 79. When completed these reports are used to determine whether or not an assessment for damages is to be made. The Air Force has separated these processes for many years and has achieved excellent safety investigation results by barring the use of any of the safety reports in determining culpability. Investigations for determining individual accountability are conducted separately and may include legal counsel.

CAP should follow the Air Force model of accident investigation. By isolating the safety investigation, information often comes to light that reveals systematic training, operational or design deficiencies that need to be addressed on a larger scale. CAP should adopt this process and conduct pecuniary liability investigation and reporting through property management processes contained in the Report of Survey.

PROPOSED NEC ACTION:

That the National Executive Committee approve removing pecuniary liability assignment from safety investigations, prevent safety investigation results from being used in assessing damage reimbursement, and require Reports of Survey for all aircraft and vehicle accidents which result in damage.

ESTIMATED FUNDING IMPACT:

Minimal.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur. Reports of Survey will be managed online within the new Inventory Management System. This change will facilitate recordkeeping and report transmittal and enable greater commander involvement and oversight of the Report of Survey process.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

Concur.

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REGULATIONS AND FORMS AFFECTED:

CAPR 62-2, *Mishap Reporting and Investigation*, CAPR 60-1, *CAP Flight Management* and CAPR 67-1, *Civil Air Patrol Property Regulation*.

NEC ACTION:

COL CHARLES/NC MOVED and COL RUSHING/SER seconded the PROPOSED NEC ACTION

COL DIDUCH/NER MOVED TO POSTPONE and COL CORTUM/RMR seconded the movement to allow committee work to resolve the issues discussed with a report back to the May 2009 NEC.

THE MOTION TO POSTPONE CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Establish a committee to research and formulate possible solutions, and inclusion in the May 2009 NEC agenda.

NOTE: The following guidance was provided to the committee: Need to clarify the purpose to ensure the gathering of information necessary to improve the safety of the organization and mission effectiveness.

The chair of the committee is Col Charles/NC, and committee members are: Col Kuddes/NCR; Col Jensen/SWR; Major Hamm, USAF; Col Letteer/SE; Col Vazquez/MER; Mr. Robles/GC (Acting); Mr. Schneider/LG; and an Advisor from NHQ to be named.

AGENDA ITEM - 11

LG

Action

SUBJECT: Decision Authority for Property Assessments

Author: Col Charles

CAP/NC – Col Charles

INFORMATION BACKGROUND:

Currently wing commanders are responsible for determining assessments against members. In place of this the Logistics Team recommends that assessment authority be elevated to the region commander. This change should produce more objective evaluations of Reports of Survey and more consistent enforcement of property management policy. The team also recommends that the National Commander become the final appeal authority for assessments.

In light of the new fiduciary responsibilities assigned to the Controller, the team also recommends that the Controller be required to review all assessments for consistency and fairness. The Controller's duty would be to review region commanders' decisions and work with region commanders to ensure consistent application of assessment decisions throughout CAP. The controller will report assessment results to the National Commander and will advise the National Commander during assessment appeals.

PROPOSED NEC ACTION:

That the National Executive Committee approve the following:

1. Establish the region commander as the assessment authority for property loss or damage.
2. Establish the CAP National Commander as the appeal authority for property assessments.
3. Require the Controller to review all assessments for consistency and fairness and advise the National Commander during assessment appeals.

ESTIMATED FUNDING IMPACT:

Minimal.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

Concur.

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REGULATIONS AND FORMS AFFECTED:

CAPR 67-1, *Civil Air Patrol Property Regulation*; CAPR 60-1, *CAP Flight Management*, CAPR 77-1; *Operation and Maintenance of Civil Air Patrol Vehicles*; CAPR 100-2, *Communication Equipment Management*.

NEC ACTION:

This agenda item was withdrawn; action was taken under Agenda Item 13, Advisor/Committee Reports, 1. Finance, Item 18: Property Assessment

AGENDA ITEM - 12

CC

Information

SUBJECT: Winter National Board / Legislative Day

Author:

CAP/CC – Maj Gen Courter

INFORMATION BACKGROUND:

Gen Courter will provide a review of the current operating concept and logistical tasks for the Winter National Board Meeting/Legislative Day. She would then like to entertain discussion and possible changes to the format of the meeting.

MAJ GEN COURTER/CC briefed an earlier meeting with Mr. John Swain and Mr. Rowland/EX where they discussed the Legislative Day format and how as an organization to best use the board and legislative time. One possibility would be to separate the National Board meeting from Legislative Day in an effort to save time and costs in that not every board member would need to be involved in Legislative Day. Gen Courter stated that commitments are already made for 2009 and 2010 so any change would not take place for the next 2 years. A change would allow the rotation of the Winter National Board as well as the Summer National Board meetings. She added that some of the strategic thinking is to focus more effort at the state legislative level and a smaller key staff work at the national level. Also, more focus will be placed on legislative on-line training prior to the 2009 meeting. Gen Courter asked that NEC members think about these changes and provide input to help place more focus at the state level.

During discussion there was a suggestion that a committee of wings successful with state legislatures would be helpful to work with Mr. Swain. There was also note that the Washington, DC, office is up and running and the national effort doesn't need to be limited to one designated day, but all during the year as issues arise.

AGENDA ITEM - 13

Action

**SUBJECT: Advisor / Committee Reports
CAP/CS – Col Chazell**

DCS and Committees

1. Finance Committee – Col Weiss

COL WEISS/NFO distributed the minutes of the National Finance Committee, November 7, 2008. See Attachment 1. Col Weiss presented the following recommended actions:

Item 1: FY2009 Revised Appropriated Budget

COL WEISS/ CHAIRMAN, FINANCE COMMITTEE, MOVED that the NEC endorse the FY2009 Revised Appropriated Budget and forward to the Board of Governors for approval.

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Include in the December 2008 BoG agenda.

Item 2: FY2010 Appropriated Financial Plan

COL WEISS/ CHAIRMAN, FINANCE COMMITTEE, MOVED that the NEC endorse FY2010 Appropriated Financial Plan and forward to the Board of Governors for approval.

COL WEISS/ CHAIRMAN, FINANCE COMMITTEE, MOVED A SUBSTITUTE MOTION and COL RUSHING/SER seconded that the NEC endorse the FY2010 Appropriated Financial Plan and forward to the Board of Governors for consideration and action.

THE SUBSTITUTE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Include in the December 2008 BoG agenda.

Item 3. Calendar Year 2009 COLA for NHQ staff

COL WEISS/ CHAIRMAN, FINANCE COMMITTEE, MOVED that the NEC endorse a COLA for NHQ staff for calendar year 2009 in the amount of 3.4 percent and forward to the Board of Governors for consideration and action.

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Include in the December 2008 BoG agenda.

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Item 4: Use of Annual Income to Pay for the Scholarship Program

COL WEISS/CHAIRMAN, FINANCE COMMITTEE, MOVED that the NEC approve the use of the annual income to pay for the scholarship program instead of pulling from investments this year.

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of policy.

Item 5: Travel Budgets

COL WEISS/CHAIRMAN, FINANCE COMMITTEE, MOVED that the NEC approve the recommendations to (1) Increase the travel allowances for the CAP National officers to \$8K and (2) The creation of a travel account for the Board of Governors in the amount of \$10K.

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of policy.

Item 6: Budgeting Requirement (Use of QuickBooks for Financial Budgets)

COL WEISS/CHAIRMAN, FINANCE COMMITTEE, MOVED that the NEC endorse the requirement for regions, wing, and all subordinate units to develop an annual financial budget within QuickBooks. To ensure solvency, if an expense category exceeds its allocated budget amount, the overall budget must be revised to maintain a balanced budget.

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to appropriate CAP regulations.

Item 7: Requirement for Scanned Copies of e-Accounting Documents

COL WEISS/CHAIRMAN, FINANCE COMMITTEE, MOVED that the NEC endorse the requirement for wings to maintain scanned copies of bank reconciliations, finance committee meetings, policies, and internal financial reviews on e-Accounting.

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to appropriate CAP regulations.

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Item 8: Requirements to Use Sertifi

COL WEISS/CHAIRMAN, FINANCE COMMITTEE, MOVED that the NEC endorse the requirement for regions and wings to utilize Sertifi for all payments in excess of \$1500 and all credit card payments through Sertifi.

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to appropriate CAP regulations.

Item 9: Independence of Finance Committee Members:

COL WEISS/CHAIRMAN, FINANCE COMMITTEE, MOVED that the NEC endorse the following addition to the finance regulation: "Once region, wing, or unit finance committee members have been appointed they may only be involuntarily removed with the concurrence of the next higher level of command except in the incidence of a change of command."

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to appropriate CAP regulations.

Item 10: Proficiency Flying Income.

COL WEISS/CHAIRMAN, FINANCE COMMITTEE, MOVED that the NEC endorse the following addition to the finance regulation: "All payments for flying must be either sent to wing HQ for deposit or deposited into the unit account not later than the 15th of the succeeding month. Wings may draft back the minor maintenance payments from the units without further approval but must send a notification to the affected unit informing them of the amount and date of the draft back. Payments must contain the aircraft tail number."

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to appropriate CAP regulations.

Item 11: Contributed Facilities and Utilities

COL WEISS/CHAIRMAN, FINANCE COMMITTEE, MOVED that the NEC endorse the following addition to the finance regulation: "Not later than 1 November of each year each wing will provide a completed Unit Consolidated Facility Worksheet to the

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wing financial analyst. The wing Unit Contributed Facility Worksheet will state the type, square footage and, if known, the fair rental cost of all facilities for which CAP is given exclusive use. Facilities include meeting areas, storage areas, hangar space, aircraft tie downs, etc., for which CAP is charged less than the fair market rental rate. The wing's worksheet will include all subordinate units. The fair market value of donated utilities will also be reported."

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to appropriate CAP regulations.

Item 12: Business Meals and Entertainment

COL WEISS/CHAIRMAN, FINANCE COMMITTEE, MOVED that the NEC endorse the addition of the IRS business meals and entertainment substantiation requirements to the finance regulation.

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to appropriate CAP regulations.

Item 13: Unidentified Unit Funds

COL WEISS/CHAIRMAN, FINANCE COMMITTEE, MOVED that the NEC endorse the following addition to the finance regulation: "After twelve months from the date of deposit any unclaimed unit deposits will be allocated accordingly among all units participating in that bank account."

COL CORTUM/RMR MOVED TO AMEND and COL CHARLES/NC seconded that the words "and a minimum of three attempts to identify the origin" be added after the words "After twelve months."

COL JANSEN/SWR MOVED TO TABLE and COL DIDUCH/NER seconded until later in the meeting to allow proper wording of the motion.

THE MOTION TO TABLE CARRIED

LATER IN THE MEETING, COL WEISS/CHAIRMAN, FINANCE COMMITTEE, MOVED to bring from the table and made the following substitute motion:

COL WEISS/CHAIRMAN, FINANCE COMMITTEE, MOVED A SUBSTITUTE MOTION and COL CHARLES/GLR seconded that the NEC approve a policy that wings will make every reasonable attempt to identify the source of unclaimed unit deposits.

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This will include, as a minimum, 3 notices to all units of date and amount of deposit. After 12 months, if the deposit goes unclaimed, the funds will be allocated among all units participating in that bank account.

THE SUBSTITUTE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to appropriate CAP regulations.

Item 14: California Wing Shortfall of Maintenance Funds

COL WEISS/CHAIRMAN, FINANCE COMMITTEE, MOVED that the NEC endorse eliminating the requirement for California Wing to repay the current shortfall balance and that NHQ permanently classify the funds, previously set aside in the AF Advance bank account, as Aircraft Maintenance Funds.

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: NHQ/FM staff action; notification to PCR and CA Wing.

Item 15: Congressional Squadron Request

COL WEISS/CHAIRMAN, FINANCE COMMITTEE, MOVED that the NEC endorse providing \$8,276.15 from the Region Training Center Funds to assist with the purchase of an office trailer.

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Provide funds as requested and approved.

Item 16: Vehicle Wrap/Splash

COL WEISS/CHAIRMAN, FINANCE COMMITTEE, MOVED that the NEC endorse providing up to \$3,500.00 from the Region Training Center Funds to wrap one vehicle (mock-up to see what it would look like).

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-UP ACTION: There was agreement that the example vehicle would be an existing GLR vehicle and would be used as decided in the GLR.

Item 17: NEC Travel Policy Amendment

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COL WEISS/CHAIRMAN, FINANCE COMMITTEE, MOVED that the NEC endorse a change to the NEC Travel Policy OI FM 08-3, paragraph 5, Per Diem reimbursement for Meals, **from**: “Travelers will be reimbursed on a per diem basis for meal expenses. Individuals are not expected to file receipts for meals;” **to**: “Travelers may be reimbursed for meals expenses up to the allowable per diem rate. Individuals will be required to file receipts for meals.”

COL JENSEN/SWR MOVED TO AMEND and COL CORTUM/RMR seconded that the last sentence be changed to read: “Individuals who desire reimbursement for meals will be required to file receipts for meals.”

COL WEISS/CHAIRMAN, FINANCE COMMITTEE, MOVED TO POSTPONE and the NEC agreed to postpone indefinitely in order that this action may be brought up later.

COL WEISS/NFO reminded NEC members of the 30-day limit to file travel vouchers.

LATER IN THE MEETING, COL WEISS/CHAIRMAN, FINANCE COMMITTEE, MOVED A SUBSTITUTE MOTION and COL CHARLES/NC seconded that the NEC approve a policy that travelers seeking reimbursement for meal expenses may be reimbursed up to the daily per diem rate. Individuals will be required to file receipts for meals if they request reimbursement.

COL CHAZELL/CS MOVED TO AMEND and COL WEISS/NFO seconded that the NEC approve an effective date of 10 November 2008 for this revised policy.

THE MOTION TO AMEND CARRIED UNANIMOUSLY

THE AMENDED MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of policy, effective 10 Nov 2008, and change to OI FM 08-3.

Item 18: Property Assessment

COL WEISS/CHAIRMAN, FINANCE COMMITTEE, MOVED that the NEC approve the following:

“Establish the Region Commander as the assessment authority for property loss or damage, after recommendation of the wing commander as to culpability and recommended assessment amount.

“Establish the CAP National Commander as the appeal authority for property assessments.

“Require the Controller to review assessments for consistency and fairness and advise the National Commander during assessment appeals.

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“Establish an assessment limit for loss or damage to any CAP property, up to the cost of replacement, repair or depreciated value (as determined within the Inventory Management System), up to \$5,000.00 per item. This would not be assessed for unforeseen acts of God. Assessments would be due from negligent individuals or units as determined by the Region Commander. Assessments for full replacement or repair costs should be permitted in cases of willful misconduct.”

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 174-1; also an Interim Change to CAPR 67-1 and CAPR 60-1 until changes are consolidated into CAPR 174-1. NOTE: There was a request for enhanced communications of this change to ensure that we have set the proper expectations.

Item 19: Creation of Region Controller Position

COL WEISS/CHAIRMAN, FINANCE COMMITTEE, noted that the Finance Committee endorsed the concept of creating a Region Controller position to assist with the management of assets.

FOLLOW-ON ACTION: Committee work on this concept will be reported to the May 09 NEC. Include in the May 2009 NEC agenda.

MAJ GEN COURTER expressed appreciation to the Finance Officer and Committee for a lot of hard work, their diligence and the management and oversight they provide.

Later in the meeting, Maj Gen Courter asked the National Finance Officer to quickly review membership dues.

COL WEISS/NFO stated that there has not been a dues increase since 2004 when National dues were increased from \$30 to \$35. Prior to that time, there had not been a dues increase since 1994 when they went from \$20 to \$30. He added that, considering the health of the current budget and the fact that we don't need to increase dues, that is pretty good. Currently, seniors are paying \$35 and cadets are paying \$25, plus region and wing dues.

2. National Legal Officer Update – Col Herrin

COL HERRIN/NLO briefed and provided a written report: CAP/NLO MEMORANDUM FOR NEC, 07 Nov 2008, Subject: National Legal Officer Report – Departmental Planning.

3. Inspector General – Col Linker

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COL LINKER/IG presented a slide briefing on the status of the complaints reporting program database, the upcoming changes to the Compliance Inspection program, and software that IG and FM are developing. He provided a written report of the Draft Instructions to Compliance Inspection Teams.

There was clarification that no action was required on this item.

Maj Gen Courter commended the compliance inspection team specifically for all its members have done to make the compliance reporting database as user friendly and as reasonable a process as it can be for those who are going through the compliance inspection, and at the same time recognizing the management and actionable items that were called out in a way that as commanders we should easily be able to go through and follow-up to assist the units and make the compliance inspections and management assistance what it should be and can be.

4. Senior Advisor/Operations – Col Skiba

MR. SALVADOR/MD (in the absence of Col Skiba) presented a slide briefing to provide the update for Operations.

Appreciation was also expressed to the Operations staffs

5. Senior Advisor/Support – Col Guimond

COL GUIMOND presented a slide briefing to provide the update for Support.

COL GUIMOND gave special thanks to Julie DeBardelaben for publishing a superior Volunteer Magazine.

MAJ GEN COURTER expressed appreciation to all the senior advisors as well as all the team leaders.

6. Safety -- Col Letteer

COL LETTEER presented a slide briefing updating the Safety area since the time of the National Board meeting in August.

There was discussion on undisclosed medical conditions when applying for CAP activities.

FOLLOW-ON ACTION: The NHQ staff will follow-up with remedial application action.

MAJ GEN COURTER expressed appreciation to Col Letteer for all he does in the Safety area.

7. CAP Foundation Update – Mr. Huchette

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MR HUCHETTE presented a slide briefing providing an update on the CAP Foundation.

8. Chaplain Services – Ch, Col, Woodard

CHAP, COL, WOODARD presented a slide briefing on the activities and accomplishments of the Chaplain Service during the period of 1 Jan 2008 – 30 Jun 2008. He also noted several areas of concerns and solutions for them.

MAJ GEN COURTER/CC expressed appreciation for Chaplain Woodard's stewardship and leadership in bringing forward concerns and the remedies, not only in the alignment and how the leadership can provide the right service but also in the professional development ensuring that leadership is supportive of the chaplains and assisting them as they develop in Civil Air Patrol.

AGENDA ITEM - 14

Action

SUBJECT: Old Business

1. ITEM: Agenda Item 6; May 08 NEC

Legislative Liaison/Government Relations Officer

May 06 Action

PROPOSED NEC ACTION:

That the National Executive Committee institute a policy to require Legislative Liaison Officers to show progression in their professional development in each 12-month period. Failure to meet this requirement would result in a change of grade to that appropriate of their existing level of professional development or the grade held prior to this special promotion action.

PART II: Requirement to Show Progression in Professional Development

COL DIDUCH/NER MOVED and COL PEARSON/PCR seconded the PROPOSED NEC ACTION

COL WEISS/NFO MOVED TO POSTPONE and COL JENSEN/SWR seconded the postponement and refer for committee recommended action with a report back to the NEC.

THE MOTION CARRIED

FOLLOW-ON ACTION: Refer to committee and include in the (Nov 08 NEC agenda).

COL GUIMOND reported that the committee felt that this item had been resolved with the changes made at the May 08 NEC meeting in that you now have the ability to review that Lt Col promotion at the end of the first year and you have the opportunity of either making it permanent or reversing it back to the previous grade or allowing it to roll over to the future. Ms. Parker and her group in Personnel will remind you a year later if you haven't made it permanent or reversed it to make that decision. He added that the committee felt that the issue had been resolved giving the region commander the ultimate authority of either accepting, turning down, or deferring to a future date and giving you the flexibility of doing what you want to do with regard to whether you felt Professional Development growth of that individual was acceptable or not. Col Guimond asked if there was anything further the NEC wished the committee to do.

COL DIDUCH/NER, as the maker of the motion to postpone, stated that the explanation was fair and accepted.

ITEM CLOSED.

AGENDA ITEM - 15

Action

SUBJECT: New Business

ITEM 1. Awards, Decorations, and Promotions

This item was handled in closed session.

ITEM 2. Revision to AGENDA ITEM 13.1, Finance Committee—Item 13.

SEE AGENDA ITEM 13. 1. Finance Committee (Item 13) FOR ACTION.

ITEM 3. Revision to AGENDA ITEM 13.1, Finance Committee—Item 17.

SEE AGENDA ITEM 13.1, Finance Committee (Item 17) FOR ACTION

ITEM 4. CI Team Notification Procedures to Region Commanders

This item was an added item of New Business but was withdrawn due to actions already taken by the Inspector General.

ITEM 5. Revision to Agenda Item 6, National Commander and Vice Commander Election Procedures.

SEE AGENDA ITEM 6, National Commander and Vice Commander Election Procedures, FOR ACTION.

ITEM 6. Air Force Association Membership

MR. ROWLAND/EX briefed that the Air Force Association (AFA) is very interested in CAP members becoming members of AFA, and as the Auxiliary of the US Air Force, CAP members have an interest in becoming AFA members. He stated that the CAP database was run against the AFA database and only 5 percent of CAP members are also AFA members. AFA proposes to offer reduced membership dues for CAP members wishing to join AFA. One of the proposals made by AFA was to obtain a copy of the CAP mailing list, which Mr. Rowland would not do without NEC approval. However, he added that there may be other ways to promote AFA without providing the mailing list. He stated that CAP members have an expectation that the mailing list will not be released outside CAP. However, he added that he needed to offer the opportunity to the NEC to make the list available to AFA, as requested. He doesn't recommend it but it is certainly something the NEC can decide to do. He enumerated many benefits from a closer CAP and AFA relationship. Mr. Rowland solicited an endorsement by the NEC for EX to pursue a relationship with AFA where we promote their membership and they promote our

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membership, short of providing our mailing list, i.e. magazine exchange, web site exchange—a .gov instead of .com., etc.

COL JENSEN/SWR MOVED and COL PEARSON/PCR seconded that the NEC endorse the Executive Director's recommendation for enhancing CAP's continued partnership with the Air Force Association.

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: EX continue interface with AFA to continue partnership between CAP and AFA.

ITEM 7: National Commander Items

Maj Gen Courter discussed the following informational items:

Job Descriptions for the Executive Officer and Aide de Camp, which were read, for inclusion along with job descriptions of Senior Advisors and other National staff personnel into a CAP Pamphlet rather than in regulation form.

COL WEISS/NFO MOVED and COL PEARSON/PCR seconded that the NEC form a committee to review CAPR 20-1 and the proposed unnumbered Pamphlet containing the CAP National staff selection process and job descriptions with potential inclusion of job descriptions of the Executive Officer and Aide de Camp; the committee is tasked to complete that work and bring it to the 2009 Winter National Board.

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Committee members are Col Chazell/CS, Col Guimond, Col Weiss/NFO, Ms. Parker/DP, CAP-USAF Advisor, Lt Col Kothari, and Maj Harriet Smith/SWR/DA. Include in the 2009 Winter National Board agenda.

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Administrative Announcements

Maj Gen Courter introduced Maj Gen Richard Bowling, CAP, Chairman of the Board of Governors and Member-at-Large; Col John Tilton, CAP, Member of the Board of Governors and Member-at-Large; Col Russell Hodgkins, USAF, the Senior Air Force Advisor and Commander, CAP-USAF; and Col Bill Ward, USAF, Vice-Commander of CAP-USAF. Gen Courter acknowledged the presence of other Air Force staff and expressed appreciation for their support.

Maj Gen Courter also introduced the following CAP Staff: Col Skip Guimond, Senior Advisor for Support; Col Lyle Letteer, Director of Safety; Mr. Don Rowland, Executive Director and all the support team. She expressed appreciation for all they do in support of the organization.

Maj Gen Courter welcomed the following new members of the NEC and presented NEC badges: Col Barry Herrin, National Legal Officer; Col William Charles, National Controller; Chaplain, Col, Whitson Woodard, Chief of Chaplain Services; Col Joseph Vazquez, Commander, Middle East Region; and Col Donald G. Cortum, Commander, RMR.

Remarks and update briefings were given by Maj Gen Courter, National Commander; Mr. Don Rowland, Executive Director; and Col Russ Hodgkins, USAF, CAP-USAF Commander.

Maj Gen Courter announced that over 20,000 people were watching the proceedings of the NEC by streaming over the Internet.

Col Jensen/SWR introduced Col Joe Smith, Commander, Texas Wing; Lt Col Steven Troup, Director of Cadet Programs, SWR; and Maj Harriet Smith, Director of Administration, SWR. He added that the SWR was pleased to host the NEC meeting and Maj Gen Courter expressed appreciation for the support of SWR.

Maj Gen Courter expressed appreciation to all the staffs for all the work that is going on in Civil Air Patrol and the focus on moving all of the goals forward.

Maj Gen Courter distributed a DRAFT copy of long-term objectives and goals, which still needs further work for refinement. Gen Courter suggested that different groups may be assigned to focus on the different aspects of this project.

Maj Gen Courter stated that a Civil Air Patrol review of the Boy Scout Explorer Program, which is a co-ed program for the older youth, has been conducted. The research revealed that within Civil Air Patrol we have the ability to co-charter and there are only 18 Civil Air Patrol units that are co-chartered with the Explorers encompassing 234 cadets. This is just another opportunity for Civil Air Patrol in the partnership arena.

Maj Gen Courter expressed appreciation to the people watching, everyone's participation, the guests in the room, CAP-USAF support, and National Headquarters support

FY09 Revised Appropriated Budget						
FY10 Appropriated Financial Plan						
Executive Summary: FY09 to FY10 APPROPRIATED BUDGET COMPARISON						
FY09						
The FY09 Budget had an initial baseline of \$26.205M with a reduction of \$1.760M resulting in an adjusted baseline of \$24.445M.						
The initial budget was developed using this adjusted baseline. The Appropriations Bill increased the baseline by \$2.160M taking the						
adjusted baseline to \$26.605M of which \$520K is designated for Operation Noble Eagle missions and \$800K(+) designated for Alaska.						
\$26,205,000	Initial POM Baseline					
- 1,760,000	Reduction to Baseline					
\$24,445,000	Adjusted Baseline - Includes \$520K Operation Noble Eagle Missions					
+ 2,160,000	Reinstated funding					
\$26,605,000	Includes \$800K Alaska funding					
The following FY09 major mission areas were adjusted:						
Air Force Training Missions	\$ 359,800					
Counterdrug Mission Support	\$ 239,500					
Cadet Orientation Flights	\$ 59,817					
Vehicle Major/Minor Maintenance	\$ 392,000					
Salaries/Benefits - NHQ	\$ 175,000					
National Technology Center - Reprogramming Repeaters and Radios	\$ 146,000					
Professional Services - Audit, Certifi, Software Dev, Cadet Programs Module	\$ 198,004					
Equipment - Comm	\$ 159,920					
Unit Connectivity - Field Connections & Computers	\$ 116,800					
Alaska Equipment	\$ 800,000					
Telephone - NHQ, Comtex Support	\$ 21,250					
Travel, Supplies, Software Mx, Consolidated Mx (Offset with Program Income)	\$ (508,091)					
Total Major Mission Area Adjustments	\$ 2,160,000					

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	FY09	FY09	Unfunded	FY10	Unfunded	%
	24,445,000	26,605,000		22,433,000		Change
Account Description	FY09	FY09	FY09	FY10	FY10	%
	Original	Rev Budget	Unfunded	Financial	Unfunded	Change
	Budget	with Plus-UP		Plan		09 to 10%
SALARIES AND BENEFITS						
Headquarters - FY09 & FY10 = 107 FT, 2 PT (FY10 budgeted same as FY09 - No increase)	8,508,000	8,683,000		8,683,000	352,000	0%
Excludes DDR						
Wing Administrators (35 FT & 17 PT) & 5 Sr Wing Administrators (FY10 same as FY09 - No increase)	2,528,000	2,528,000		2,528,000	79,440	0%
Payroll Processing Fee	50,000	50,000		50,000		
Sub Total	\$ 11,086,000	\$ 11,261,000	\$ -	\$ 11,261,000	\$ 431,440	0%
TRAVEL						
Travel expenses for official CAP program business						
Sub Total	\$ 680,613	\$ 626,011	\$ -	\$ 528,830	\$ 130,890	-16%
SUPPLIES						
Supplies necessary for CAP programs. HQ provides commonly used supplies and office equipment for NHQ. Directorate accounts are for program specific supplies.						
Sub Total	\$ 211,717	\$ 189,767	\$ -	\$ 156,660	\$ 19,933	-17%
TELEPHONE						
Official program support						
Sub Total	\$ 42,300	\$ 63,550	\$ -	\$ 58,876	\$ 3,000	-7%
POSTAGE						
Sub Total	\$ 170,200	\$ 170,400	\$ -	\$ 170,356	\$ -	0%

	FY09 Original Budget	FY09 Rev Budget with Plus-UP	FY09 Unfunded	FY10 Financial Plan	FY10 Unfunded	% Change 09 to 10%
PROFESSIONAL SERVICES						
SubTotal	\$ 733,020.0	\$ 931,024.0	\$ -	\$ 741,857.0	\$ 167,617	-20%
PROFESSIONAL DEVELOPMENT						
Sub Total	\$ 67,100	\$ 66,600	\$ -	\$ 45,930	\$ 11,500	-31%
DUES AND PUBLICATIONS						
Sub Total	\$ 30,250	\$ 31,710	\$ -	\$ 27,342	\$ 1,243	-14%
EQUIPMENT PURCHASES						
Information Technology - Network equipment & PC replacement	86,500	86,500		76,985		-11%
COMM Equipment	90,080	250,000		-	200,000	-100%
Alaska Equipment		800,000		-		-100%
Sub Total	\$ 176,580	\$ 1,136,500	\$ -	\$ 76,985	\$ 200,000	-93%
EQUIPMENT / SOFTWARE MAINTENANCE						
Sub Total	\$ 249,813	\$ 264,400	\$ -	\$ 226,966	\$ 66,884	-14%
CADET PROFESSIONAL DEVELOPMENT						
IACE--Travel expenses for youth and escort exchange with 16 countries, effects 200	163,300	163,300		145,337	17,963	-11%
UNIFORMS--New Air Force style uniform for 15,000 new cadets	470,252	470,252		350,000	120,252	-26%
TRAINING -						
Cadet Officer School	86,180	86,180		76,700	9,480	-11%
National Cadet Competition - (Travel & lodging for cadets only)	57,081	57,081		50,802	6,279	-11%
Sub Total	\$ 776,813	\$ 776,813	\$ -	\$ 622,839	\$ 153,974	-20%

	FY09 Original Budget	FY09 Rev Budget with Plus-UP	FY09 Unfunded	FY10 Financial Plan	FY10 Unfunded	% Change 09 to 10%
AIR FORCE MISSIONS						
ACTUAL MISSIONS -						
Actual - FY09 = 5,000 HRS (Offset by ONE)						
Actual - FY10 = 7,250 HRS (7000 SAR/DR/OTHER + 250 HLS HRS)						
Sub Total	\$ 316,000	\$ 316,000	\$ -	\$ 369,100	\$ 21,900	17%
TRAINING MISSIONS -						
Training - FY10 = 19,980 HRS (19,180 To Field + 800 for Training Support)						
Sub Total	\$ 963,600	\$ 1,323,400	\$ -	\$ 996,265	\$ 907,100	-25%
COUNTERDRUG MISSIONS						
FY09 = 8,028 HRS						
FY10 = 1,000 HRS						
Sub Total	\$ 206,500	\$ 446,000	\$ -	\$ 54,600	\$ 354,600	-88%
OTHER -						
MISSION SUPPORT FLYING - FY10 = 50 hrs @ \$43.60/hr Included	3,200	3,200		2,580	2,180	-19%
CADET O-FLIGHTS - (FY10 = 3,996 HRS)	314,500	374,317		174,226	239,800	-53%
(FY09 = 8,585 hrs AC Fuel only; mx = consolidated mx)						
(FY10 = 3,996 hrs AC Fuel only; mx = consolidated mx)						
Sub Total	\$ 317,700	\$ 377,517	\$ -	\$ 176,806	\$ 241,980	-53%
OPERATION NOBLE EAGLE (ONE)						
FY10 - No Requirement						
Sub Total	\$ 520,000	\$ 520,000	\$ -	\$ -	\$ -	-100%

	FY09 Original Budget	FY09 Rev Budget with Plus-UP	FY09 Unfunded	FY10 Financial Plan	FY10 Unfunded	% Change 09 to 10%
VEHICLE MAJOR MAINTENANCE--Safety items maintenance for 980 field vehicles	400,000	792,000	-	704,880	87120	-11%
VEHICLE MINOR MAINTENANCE - NHQ Vehicles	20,000	20,000	-	17,800	2,200	-11%
Sub Total	\$ 420,000	\$ 812,000	\$ -	\$ 722,680	\$ 89,320	-11%
AIRCRAFT MAJOR MAINTENANCE - Funds engines, avionics, airframe items						
AIRCRAFT CONSOLIDATED MAINTENANCE - FY09 & FY10 = Maj & Minor M	3,952,840	3,660,600	418,069	3,094,254	1,311,490	-15%
FY09 5,000 hrs - Baseline Operation Noble Eagle redirection			305,500			
Ferry Flight Maintenance	140,000	140,000		124,600	15,400	-11%
GA-8 Maintenance		-		-		
Glider Maintenance	40,000	40,000		35,600	4,400	-11%
FY09 = 110,000 hrs						
FY10 = 110,000 hrs						
FY09 Initial Budget = \$4,384,169 for all powered aircraft maintenance excluding drawbacks and MIPRS for minor maintenance. FY09 = A Missions Funded by NHQ (Excluding CD & ONE) = 39,796 HRS @ \$58.50 = \$2,328,066. FY09 = A, B & C Missions Not Funded by NHQ (Excluding A Missions Funded by NHQ, CD & ONE) = 57,176 HRS @ \$24.80 = \$1,293,965 FY09 = CD Missions = 8,028 HRS @ \$58.50 = \$469,638 FY09 = ONE Missions = 5,000 HRS @ \$58.50 = \$292,500 FY10 Initial Budget = would be \$3,815,701 for all powered aircraft maintenance excluding drawbacks and MIPRS for minor maintenance (MX reduced internally). FY10 = A Missions Funded by NHQ (Excluding CD) = 31,276 HRS @ \$58.50 = \$1,829,646. FY10 = A, B & C Missions Not Funded by NHQ (Excluding A Missions Funded by NHQ, & CD) = 77,724 HRS @ \$24.80 = \$1,927,555 FY10 = CD Missions = 1,000 HRS @ \$58.50 = \$58,500						
NOTE: Assumes that CAP will fly 110,000 HRS in FY09 and FY10; if CAP flies more than that additional maintenance funds may be required. This also means that CAP should bring in via MIPRS, direct billing, and drawbacks approximately \$1,926,831 in FY09 and approximately \$2,619,299 in FY 10 for minor maintenance not funded by NHQ, calculated by 57,176 and 77,724 HRS @ \$33.70 rate for minor maintenance in FY09/10 respectively						
Sub Total	\$ 4,132,840	\$ 3,840,600	\$ 723,569	\$ 3,254,454	\$ 1,331,290	-15%

	FY09 Original Budget	FY09 Rev Budget with Plus-UP	FY09 Unfunded	FY10 Financial Plan	FY10 Unfunded	% Change 09 to 10%
NATIONAL TECHNOLOGY CENTER -Field radio replacements, parts maintenance						
Sub Total	\$ 152,000	\$ 298,000	\$ -	\$ 59,000	\$ 50,000	-80%
EDUCATION MATERIALS - CADETS						
Provides education materials to new cadets; Senior materials provided in corporate budget						
Sub Total	\$ 184,608	\$ 196,808	\$ -	\$ 175,159	\$ 24,648	-11%
SCHOOL ENRICHMENT PROGRAM						
Removed from Revised FY09 and FY10						
Sub Total	\$ 23,400	\$ -	\$ -	\$ -	\$ -	0%
INTEGRATED MANAGEMENT SYSTEM (IMS) --Network Security Services	421,246	275,000		111,250	163,750	-60%
NHQ CONNECTIVITY - Local connectivity - T-1 line (\$1,050/mo)	12,600	12,600		11,214	2,772	-11%
UNIT CONNECTIVITY-- FY09 Field computers (approx \$1500 ea.& ISPs \$180/yr)	510,700	627,000		558,030	68,970	-11%
FINGERPRINTING--Members background screening paid to FBI	110,000	110,000		97,900		-11%
ANNUAL REPORT--Congressional requirement printing	10,400	10,400		9,256	1,144	-11%
INSURANCE--Supplements liability, employment policies	1,900,000	1,900,000		1,900,000		0%
ADVERTISEMENTS--Employment announcements in newspaper and magazines	18,000	18,000		16,020	1,980	-11%
CABLE TV--HQ news, weather and information source	1,000	2,500		2,225		-11%
Bank Expense	-	1,400		1,400		0%
Sub Total	\$ 2,983,946	\$ 2,956,900	\$ -	\$ 2,707,295	\$ 238,616	-8%
TOTAL O&M EXPENSES	\$ 24,445,000	\$ 26,605,000	\$ 723,569	\$ 22,433,000	\$ 4,445,935	-16%
Other O&M (3400) Unfunded Requirements						
Comm - HF / ALE Mobiles - Mission Critical					2,540,745	
Aircraft Radio / Equipment Upgrades - Mission Essential					238,196	
Aircraft Air to Ground FM Radio Encryption - Mission Essential					312,840	
Total FY10 Unfunded					\$ 7,537,716	
DDR PROGRAM						
	FY09 Original Budget	FY09 Rev Budget with Plus-UP	FY09 Unfunded	FY10 Financial Plan	FY10 Unfunded	% Change 09 to 10%
DDR TOTAL	\$ 450,000	\$ 450,000	\$ -	\$ 450,000	\$ -	0%

**CIVIL AIR PATROL
FY09 Corporate Budget
January 2009**

FY09 Corporate Budget	
	BUDGET
	\$2,303,153
INCOME (Projected):	
MEMBERSHIP	
Seniors: 34,928 @ \$35 (Actual as of Mar 31, 08)	(\$1,222,480)
Cadets 21,697 @ \$25 (Actual as of Mar 31, 08)	(\$542,425)
Senior Member Packets for New Members - (Offset by expense account)	(\$51,458)
(Cadet Education Material funded through appropriated budget)	
Membership Picture ID Cards (Offset by expense account)	(\$16,000)
CONVENTIONS & BOARD MEETINGS	
Summer National Board - (Expense 125K, Income \$110K)	(\$110,000)
NATIONAL CADET ACTIVITIES - Offset by expense account	
International Air Cadet Exchange (IACE)	(\$21,500)
Aerospace Industry Familiarization courses -CAP support remains the same for the activities	(\$35,815)
Income is at the region level. Some expenses are paid at Region level and from National level.	
Familiarization Courses	(\$46,550)
National Leadership Courses	(\$141,685)
OTHER ACTIVITIES - Offset by expense account	
National Emergency Services Academy (NESA)	(\$54,250)
National Legal Officers Continuing Education - Biennial scheduled (45 attendees @ \$400 ea.)	(\$18,000)
AEO School	(\$3,000)
INTEREST & MISC INCOME -	
Membership Contributions, Interest Income, Carrington Sponsorship, Gen. Fund	(\$40,000)
CAP Magazine Ad Sales	(\$15,850)
TOTAL INCOME :	(\$2,319,013)

CIVIL AIR PATROL
FY09 Corporate Budget
January 2009

EXPENSES (Projected):	FY09 Budget
NATIONAL OFFICERS & NATIONAL EXECUTIVE COMMITTEE	
National Officers -	\$115,300
Wing Commanders' travel to National Board	\$24,000
(On as needed basis - Travel request approved by Region Commander)	
Board of Governors Travel	\$10,000
Sub Total	\$149,300
Corporate Contingency	
Corporate Contingency for unbudgeted expenses	
Sub Total	\$25,500
Dept 0035 - Chaplain Services	
Program management of Chaplain Service Personnel providing ministry to senior	
and cadet members, critical incident stress counseling, moral leadership guidance, and active duty support	
Sub Total	\$28,000
CAP Region Commanders -	
Travel - Official business only	\$80,000
Operating funds for Region staff and programs	\$64,000
Congressional Squadron Operations	\$2,000
Sub Total	\$146,000

**CIVIL AIR PATROL
FY09 Corporate Budget
January 2009**

NATIONAL HEADQUARTERS	FY09 Budget
Dept 1000 - Executive Director	
Chief operating officer manages the National Headquarters and administers daily affairs.	
Supplies, Travel, Protocol	\$15,200
Professional Legislative Consulting Services / AFA Building Expenses	\$63,140
Safety Program	\$1,000
Aerospace Connections in Education	\$24,584
HR - Professional Svcs - Background Checks	\$300
Sub Total	\$104,224
Dept 1200 - General Counsel	
Provides legal advice and legal services to the Board of Governors, the Executive Director and his staff, and the National Commander.	
Professional Legal Services / Dues & Publications	\$12,500
Legal Officers Continuing Ed - Biennial scheduled (FY09 - \$4500 seed, \$18k income)	\$22,500
Insurance -	\$35,000
Sub Total	\$70,000
Dept 1400 - Financial Management	
Allocation of appropriated salary/benefits to corporate budget	\$65,000
Region Finance Officer Training Travel & FM Summit	\$8,000
Payroll Processing Fee; Bank, Bad Check, Interest, Credit Card Expense	\$46,539
Cash Reserves - Investment Fund	\$100,000
Sub Total	\$219,539
Dept 1300 - Public Awareness and Membership Development	
Professional Services, CAP Exhibits, Electronic Media, Public Awareness, Legislative Day, Program, Natl Curator, 1-800 Number	\$181,132
CAP Magazine (Includes Freelancing)	\$244,000
Sub Total	\$425,132
Dept 1311 - Conferences & Special Events	
Summer National Board & Conference, Winter National Board, National Executive Committee (NEC) Meetings	
Sub Total	\$143,000

CIVIL AIR PATROL
FY09 Corporate Budget
January 2009

EDUCATIONAL PROGRAMS	FY09 Budget
Dept 1500 - EDUCATIONAL PROGRAMS	
To provide the Civil Air Patrol with aerospace oriented programs and curricula that enhances the leadership and like skills of all cadet members thereby preparing responsible citizens for the USAF and the nation.	
Course budgets = Seed money plus projected income	
International Air Cadet Exchange, Region Leadership School, Natl Cadet Advisory Council, CP Summit Travel, CP Supplies	\$174,083
Cadet Activities Contingency	\$20,000
<u>Aerospace Industry Familiarization Courses -</u>	\$112,840
<u>Air Force Familiarization Courses -</u>	\$92,425
<u>National Leadership Courses</u>	\$255,725
Sub Total	\$655,073
Professional Development Courses	
Sub Total	\$70,546
Education and Training Center, Oshkosh, WI	
Land Lease, Utilities, Facility Maintenance, Improvement Fund	
Sub Total	\$18,500
Aerospace Education	
Provides aerospace education, professional development and advanced distributed learning programs for CAP's cadet and senior members.	
Sub Total	\$40,616
Membership Services	
Sub Total	\$14,500
Membership - Senior Member Packet Program for New Members	
Sub Total	\$51,458

**CIVIL AIR PATROL
FY09 Corporate Budget
January 2009**

	FY09 Budget
Dept 1600 - Plans & Programs	
Information Technology	
Sub Total	\$67,800
Dept 1800 - Logistics	
Postage & NHQ Support	
Sub Total	\$17,709
Dept 1700 - Operations	
Provide cost-effective, force multiplying air and ground emergency response missions.	
Develop effective flight management, safety, standardization, training, and	
communications programs to support these missions. Corporate funding supports	
federal appropriations.	
Sub Total	\$72,116
TOTAL EXPENSES	\$2,319,013
ADDITIONAL CORPORATE FUNDING	
FUND 350: TRAINING CENTERS	
INCOME	
Commission Income (Vanguard)	-55,555.00
EXPENSE	
Region Training Centers	15,555.00
National Emergency Services Academy Center for Operations Excellence	40,000.00
FUND 430: SCHOLARSHIPS	
INCOME	
Cadet Scholarship - (Income from Investments)	-43,000.00
EXPENSE	
Cadet Scholarship - Expense	43,000.00